



Denise Juneau, Superintendent
Montana Office of Public Instruction
www.opi.mt.gov

Summer Food Service Program Offsite Activity Form

Offsite activities and field trips may be claimed for reimbursement only if served at eligible sites and are approved by the Office of Public Instruction, School Nutrition Program in advance. Requests must be received by School Nutrition Programs at least one week prior to the activity.

Mail the completed form to: Office of Public Instruction, School Nutrition Programs, PO Box 202501, Helena MT 59620-2501 or Fax (406) 444-2955.


Today's Date _____

Name of Sponsoring Program _____ Agreement # _____

Name of Site Program _____

Date(s) of Offsite Activity _____

Location of Offsite Activity _____

	Check all meals that will be eaten offsite	List the number of children expected for each meal
	Breakfast	
	Lunch	
	Dinner	
	Snack	

I assure that:

1. Only eligible Children will be served
2. All meals will meet requirements
3. All meals will be properly supervised

Yes

No

Name of Person Submitting Request _____

Signature _____

Phone Number _____ E-mail Address _____

For State Use Only

Date Received _____ Approving Official _____

Sponsor Contacted by Phone _____ Letter _____ E-Mail _____ In-person _____